

CHECKLIST FOR RESIDENTIAL, COMMERCIAL, RENTAL, RESALE

CERTIFICATE OF INSPECTION (COI)

COPY OF SURVEY MUST BE INCLUDED WITH ALL APPLICATIONS

PERMIT IS TO BE FILLED OUT BY OWNER OR LETTER FROM OWNERS ATTORNEY DESIGNATING PERSON/COMPANY TO ACT AS (AGENT).

MILLSTONE TOWNSHIP FIRE DEPT: INSPECTION REQUIRED ON **ALL** RESIDENTIAL RESALE AND RENTALS. 609-259-2560 FIRE DEPARTMENT CERTIFICATE IS REQUIRED BEFORE FINAL COI CERTIFICATE IS ISSUED.

MONMOUTH COUNTY BOARD OF HEALTH: INSPECTION REQUIRED ON **ALL** RESIDENTIAL RENTAL PROPERTIES AND RENTAL /RESALE COMMERCIAL PROPERTIES. 732-431-7456

BEFORE RESIDENTIAL PROPERTY IS RENTED WE MUST HAVE IN OUR FILE, MONMOUTH COUNTY HEALTH DEPARTMENT CERTIFICATE(WELL & SEPTIC APPROVAL) & FIRE DEPT. CERTIFICATE & LANDLORD REGISTRATION.

NO INSPECTIONS WILL BE SCHEDULED UNLESS ALL ABOVE ITEMS ARE RECEIVED

HOUSE NUMBERS:	MUST BE 3" REFLECTIVE AND BE POSTED WITHIN 10 FEET FROM ROAD/STREET, WRITTEN WORDS ARE NOT ACCEPTABLE.
STEPS & LANDINGS	OPEN PORTION OF A STAIR, LANDING OR BALCONY WHICH IS MORE THAN 30" (THIRTY INCHES) ABOVE THE FLOOR OR GRADE SHALL HAVE GUARD RAILS. STAIRS MUST BE IN SOUND AND GOOD CONDITION.
RAILINGS	HANDRAILS AND GUARDRAILS SHALL BE FIRMLY FASTENED AND CAPABLE OF SUPPORTING NORMALLY IMPOSED LOADS AND SHALL BE MAINTAINED IN GOOD CONDITION. <u>(WHERE REQUIRED)</u>
WASHER/DRYER	MUST DISCHARGE INTO A DRAINAGE SYSTEM, NOT ON THE GROUND OR INTO A SUMP PUMP. DRYER MUST BE VENTED TO THE EXTERIOR WITH A METAL PIPE OR FOIL FLEX FROM THE MACHINE. GARBAGE DISPOSALS NOT ALLOWED.
HVAC UNITS	MUST BE OPERATIONAL AND CONNECTED TO A THERMOSTAT. AREA AROUND UNITS MUST BE FREE AND CLEAR OF STORAGE AND/OR DEBRIS.
GARAGE	DOOR FROM HOUSE TO THE GARAGE MUST BE MAINTAINED IN OPERATIVE CONDITION. <u>THERE MUST NOT BE ANY EXTENSION CORDS HOOKED UP TO THE GARAGE DOOR OPENERS.</u>
FIREPLACE	FOR ALL WOOD BURNING FIREPLACES, AT LEAST A LEVEL 1 INSPECTION IS REQUIRED BY A CERTIFIED CHIMNEY SWEEP
ROOF	NO LEAKS, NO MISSING SHINGLES, NO EXCESSIVE CURLING

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STOVE/RANGE	MUST BE OPERATIONAL WITH KNOBS AND HARDWARE
FLOORS	SMOOTH AND FREE OF TRIPPING HAZARDS
PLUMBING	FIXTURES SHALL BE PROPERLY INSTALLED, CONNECTED AND MAINTAINED IN WORKING ORDER.
ELECTRICAL	<p>ALL RECEPTACLES (OUTLETS), SWITCHES AND JUNCTION BOXES MUST BE PROPERLY COVERED. EXTENSION CORDS ARE NOT PERMITTED. A CLEAR AND UNOBSTRUCTED PATH TO THE PANEL BOX, OPEN SLOTS MUST BE PROPERLY BLOCKED AND SERVICE CABLE MUST BE IN GOOD CONDITION.</p> <p>THERE MUST NOT BE ANY EXTENSION CORDS HOOKED UP TO THE GARAGE DOOR OPENERS.</p> <p><u>GFI PROTECTION REQUIRED FOR:</u></p> <p>ALL KITCHEN COUNTERS GFI - 6' FROM ANY SINK ALL BATHROOMS BASEMENT (UNFINISHED) ALL INCANDESCENT LAMPS IN CLOTHES CLOSETS MUST HAVE SEALED LENSES GARAGE (BELOW 6' 8") EXTERIOR OF BUILDING WHIRLPOOL TUBS & HOT TUBS MUST BE GFI PROTECTED</p>
YARD & PROPERTY	CLEAN AND FREE OF DEBRIS, LAWNS AND LANDSCAPING MAINTAINED.
FENCE/POOL	IF THERE IS AN INGROUND POOL ON THE PROPERTY THE FENCE MUST MEET THE POOL CODE. THE FENCE <u>CAN NOT</u> BE SHARED AMONG NEIGHBORS. GATES TO WORK PER CODE.
GENERAL CONDITIONS	WALLS, CEILING, TRIM, PAINT, SIDING AND FENCES MUST BE IN GOOD AND SOUND CONDITION.

HOMEOWNER OR AGENT MUST BE PRESENT FOR ALL INSPECTIONS